

IDENTIFICATION OF ACTIVITY: The Briefing and Services Branch of the
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
Tech Division is responsible for the
preparation of requisitions and maintenance
of a daily record of expenditure for Tech
Division, PTOS.

ACTIVITY CODE: III, B, (d) 13 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Agency Auditors require this procedure be maintained
Regulations

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Briefing and Services Branch of the
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
Tech Division is responsible for processing
turn-ins of obsolete, excess and uneconomically
repairable material for Tech Division, PTOS.

ACTIVITY CODE: III, B, (d) 14 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force? Yes X No
Who is (are) the beneficiary(ies) of this activity?

Other Agency offices

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No X If so, what?

Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
IDENTIFICATION OF ACTIVITY: The Briefing and Services Branch of the
Tech Division is responsible for maintaining
stock control procedures for Tech Division,
PTOS.

ACTIVITY CODE: III, B, (d) 15 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

THE Division and OS

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Briefing and Services Branch of the
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
Tech Division initiates and monitors
industrial contracts for the repair and
modification of Tech Divisions specialized
electronic equipment.

ACTIVITY CODE: III, B, (d) 16

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)?

~~Based on~~ The requirements of the Tech Division are based
on requirements derived on it by the Operating Division

Is (are) the reference(s) still in force? Yes X No

Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes X No
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No
Can the activity be done more efficiently or less costly? Yes No X
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes No X
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes No X If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes No X If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes No X
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes No X If so, what?

IDENTIFICATION OF ACTIVITY: The Briefing and Services Branch of the
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
Tech Division prepares documents to effect
shipment of Tech Divisions electronic
supplies and equipment.

ACTIVITY CODE: III, B, (d) 17 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A
[REDACTED]

What is (are) our reference(s) for this activity? Date(s)?

Requirements are derived by the Operating Divisions

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY:

The Briefing and Services Branch of the
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
Coordinate and
aligns the standard [REDACTED] equipment of the 25X1A
Tech Division, PTOS,

ACTIVITY CODE III, B, (d); 18 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)? [REDACTED]

Based on our operating requirements

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security Component responsible
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
for weekly briefing at Headquarters
for all Agency employees departing for
overseas duty.

25X1A

ACTIVITY CODE: III, B, (d) 1 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)?

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

The Agency and USIB

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☒ No ☐
If so, how? Twice A month instead of weekly

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY:
Approved For Release 2000/09/02
25X1A



ACTIVITY CODE: III, B, (d) 2

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

25X1A

What is (are) our reference(s) for this activity? Date(s)?



Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?
VNO Personnel

Do you feel the activity is still necessary? Yes ☐ No ☒
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☐ No ☒
Can the activity be done more efficiently or less costly? Yes ☒ No ☐
If so, how? ~~Attend the weekly~~

25X1A

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

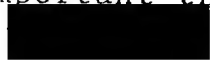
Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☒ No ☐
If so, how?

25X1A

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☒ No ☐ If so, what?



~~Referred to Security~~

25X1A

25X1A

ACTIVITY CODE: III, B, (d) 3

COMPONENT: OS/PTOS/Technical Security
 Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
 Who is (are) the beneficiary(ies) of this activity?

DDO

Do you feel the activity is still necessary? Yes ☒ No ☐
 Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
 Can the activity be done more efficiently or less costly? Yes ☒ No ☒
 If so, how? ~~ADD groups receive briefing at HQ Area.~~

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
 If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
 If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY:
Approved For Release 2000/09/02 :

25X1A

ACTIVITY CODE: III, B, (d) 4 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

DDO

Do you feel the activity is still necessary? Yes ☒ No ☐

Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☒ No ☐

If so, how? Give The briefing at night Time 1900-2130

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly?

More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒

If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

25X1A

COMPONENT: OS/PTOS/Technical Security Division/BSB

ACTIVITY CODE: III, B, (d) 5

DATE:

EVALUATION:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

CIA, USIB, NSA

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

25X1A

ACTIVITY CODE: III, B, (d) 6

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) ~~25X1A~~ this activity? Date(s)?

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

DIA, USIB.

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

25X1A

ACTIVITY CODE: III, B, (d) 7 COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

DDO, DDS+T,

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY:

Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
 Component responsible for presenting the monthly Security Course, [REDACTED]

25X1A

ACTIVITY CODE: III, B, (d) 8

COMPONENT: OS/PTOS/Technical Security Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? [REDACTED] 25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
 Who is (are) the beneficiary(ies) of this activity?

Agency

Do you feel the activity is still necessary? Yes ☒ No ☐
 Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
 Can the activity be done more efficiently or less costly? Yes ☐ No ☒
 If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☒ No ☐
 If so, where and why?

~~It is not necessary.~~

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒
 If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☒ No ☐ If so, what?

~~It is not necessary.~~

ACTIVITY CODE: III, B, (d) 9

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Agency Personnel

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☐ No ☒
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4 Security
Equipment Course (Ten times a year)

ACTIVITY CODE: III, B, (d) 10

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4 Security Officer's
for presenting the 1940-1941 Security Officer's
Course (twice a year).

ACTIVITY CODE: III, B, (d) 11

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security is the component responsible
Approved For Release 2000/09/02 : CIA-RDP83B00823R000700020023-4
for making a presentation on Physical Security
equipment at the [REDACTED] Finance Course.

25X1A

ACTIVITY CODE: III, B, (d) 12

COMPONENT: OS/PTOS/Technical Security
Division/BSB

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

[REDACTED]

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐
Can the activity be done more efficiently or less costly? Yes ☐ No ☒
If so, how?

Do you feel that responsibility for the activity should be transferred
to another OS component or to another Office? Yes ☐ No ☒
If so, where and why?

Can another component do the activity more efficiently? Less costly?
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without
significant effect on overall Agency security? Yes ☐ No ☒
If so, how?

Is there any activity not now being pursued by OS that you feel is more
important than this one? Yes ☐ No ☒ If so, what?

25X1A

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25X1A

I. [REDACTED] Security Course (monthly)
to be presented at Hqs.

25X1A

J. Various tutorials and [REDACTED]
briefings. Time and frequency depend upon
request.

II. FUNCTION

Provide training to Agency groups in the field
of physical security equipment.

ACTIVITY

25X1A

A. Physical Security Equipment Course
(Ten times per year) held at [REDACTED]

25X1A

B. Physical Security Officers' Course
(Two times per year) held at [REDACTED]

25X1A

C. [REDACTED] Finance Course (Eight times per
year) held at [REDACTED]

25X1A

D. Various tutorials. Time and frequency
depend upon requests.

III. FUNCTION

Provide logistical support services for the
Technical Security Division.

ACTIVITY

A. Preparation of requisitions and maintenance
of a daily record of expenditures against appropriate
allocations.

B. Prepare turn-ins of obsolete, excess and
uneconomically repairable materiel.

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C. Maintain stock control procedures.

D. Initiate and monitor industrial contracts for the repair and modification of specialized electronic equipment.

E. Prepare documents for shipment of electronic supplies and equipment.

25X1A F. Repair, calibrate and align standard
[REDACTED] equipment.

CONFIDENTIAL

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Policy and Plans Group

EXTENSION

NO.

5311

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. OS/PTOS/Technical
Security Division/BSB

AD

Under Objective B57104 the Office of Security will review and validate all Office of Security functions, activities...to ensure effectiveness, economy and efficiency. The attached documents represent two milestones under that objective. Milestone 1, the components identified their functions and activities. Milestone 2 was establishment of a format for evaluating these ...activities. It is requested that Briefing and Services Branch review the attachments and:

- a) Certify that there are no deletions/corrections/additions to be made to the previous listing submitted by your office.
- b) Review the Identification of Activity statement on each evaluation sheet to ensure it fully equals to the comparable activity from your offices listing.
- c) Use the attached format to evaluate each individual activity.